Prospective Student Engagement Representative

Reporting to the Engagement and Outreach Manager, with direct supervision by the Engineering Recruitment and 1st Year Transition Coordinator. The Prospective Student Engagement Representative extends the Faculty of Engineering and Design’s (FED) activities to high schools and the broader community that are designed to attract students to engineering and design fields. In addition, the Prospective Student Engagement Representative will work to build strong relationships between FED and the community, by partnering with high school teachers, guidance counsellors, community groups, etc., to deliver activities designed to create awareness and promotion of FED’s programs. This is a five month casual position beginning in August 2022.

Prospective Student Engagement

- Deliver presentations to high schools (in-person and/or virtually) describing FED’s programs, admissions requirements, and benefits of choosing Carleton;
- Represent FED at fairs, competitions, and other engagement events;
- Facilitating engineering and design facilities tours, student for a day program, and other programs involving prospective students visiting campus;
- Liaise with teachers, guidance counsellors, principals and community groups to determine what type of outreach support is required/requested to complement current curricula, and school, and community interests;
- Act as a resource for teachers, students, parents, and the general public enquiring about engineering and design programs and career opportunities;
- Attend, participate, and assist with planning of FED’s role in university-wide prospective student engagement activities (in-person and/or virtually);
- Assist with organization of current undergraduate student volunteers; and
- Engage current students, alumni, and faculty whenever possible.

Youth Outreach

- Support and assist with youth outreach programs and initiatives (kindergarten to grade 12); and
- Make connections and opportunities between high school youth outreach program participants and recruitment initiatives.
Performs Other Duties as Requested

- Other tasks, related to outreach and recruitment activities.

Qualifications

- The completion of a University degree in Engineering, or Information Technology
- Strong preference given to Carleton University graduates
- Valid G Driver’s license (or equivalent full license)
- Confident presentation skills required
- Ability to work simultaneously on numerous and diverse projects
- Ability to travel regularly off-campus to meetings and events (when deemed safe to travel), including evenings and weekends
- Knowledge of the Faculty of Engineering and Design’s culture and institutional goals and objectives is highly desirable
- Excellent interpersonal skills and proven ability to work successfully within a dynamic team environment
- The ability to work well under pressure including prioritizing workload, meeting deadlines and adapt quickly to changing priorities
- Excellent organizational, time management and superior attention to detail
- Knowledge in online platforms such as Zoom, MS Teams, Google Meets and Airmeet is desirable
- Strong understanding of social media and other emerging platforms for engaging with youth and prospective students and an ability to learn and keep up to date with various computer software and technology
- Travel will be required in Ontario (primarily Ottawa and GTA regions) and/or nationwide if deemed safe to travel

How to Apply

Please send your resume to engineeringoutreach@cunet.carleton.ca. The deadline to apply is May 20, 2022.